

- My organization's income is \$ _____, are we required to have an annual review or an audit?
- What is the estimated cost of an audit or and/or review?
- Will the scope of work include:
 - Being available to answer accounting related questions during the year at no extra cost?
 - Making a presentation of the audit/review to the Board of Directors or other management group?
 - A management letter with specific proposals on how to strengthen our fiscal systems?
 - Filing New York State's required annual report?
 - Filing Internal Revenue Service's annual report?
- How large is your firm? How many CPA's, partners and/or accountants are on staff? What percentage of the firm's work is with nonprofit organizations?
- Who will come to our office to actually review our records?
- What is the likelihood we will get the same person next year?
- How long will the audit or review process take? When can we expect to receive a completed audit or review?
- What work will we be required to do to prepare for the audit or review?
- What experience does your firm have with nonprofit organizations that are similar in size to ours?
- Will you be able to provide us with a list of current clients and the names and phone numbers of three references?





Interviewing a Financial Services Provider

- Tell me about your (or your firm's) previous experience providing financial services to nonprofit organizations?
- What is your fee structure? What is the estimated cost?
- What are some of the greatest problems in budgeting and financial management for a nonprofit organization such as ours?
- What suggestions do you make to address these issues?
- What information does an Executive Director need to manage an organization's finances?
- What information does a Board of Directors need to fulfill its fiduciary requirements?
- If our Center suddenly learned income will be 20 percent less than anticipated, what steps would you take, and in what order, to resolve the problem?
- How do you typically distribute financial work between an on-site staff person and yourself (or your firm)? What work do you complete? The staff person?
- Who will actually do the work on site? You? Someone else?
- Who are your other nonprofit clients?

